

21 May 2004

MEMORANDUM FOR All Units and Activities

SUBJECT: Leader Book(s) Policy

1. References:

- a. FM 7-22.7, The Army Noncommissioned Officer Guide, 23 December 2003.
- b. FM 7-0, Training The Force, 22 October 2002.
- c. FM 7-1, Battle Focused Training, 15 September 2003

2. Every NCO (1<sup>st</sup> Line Leader) must know their soldiers personally and professionally and understand their strengths and areas of improvement. The leader book is your tool to maintain up-to-date, easy-to-reference information on soldiers; administrative data, MOSQ tracking, CTT tracking, and NCOER counseling. Leaders are responsible for identifying and training essential soldier tasks that support the unit's mission essential collective tasks. To ensure soldiers are trained on their critical tasks, leaders must fully understand the unit's collective tasks and how soldier tasks are planned, trained, and evaluated to support their accomplishment.

3. Effective immediately the following are mandatory TABs that will be in your leader books:

- a. TAB A - Administrative Data (for every soldier).
- b. TAB B - MOSQ Tracking (those soldiers task that support your unit's collective tasks).
- c. TAB C - Soldier's Manual of Common Tasks 1 through 4 (CTT).
- d. TAB D - NCOER Counseling.
- e. You may add other TABs to accommodate your unit/battalion mission requirements.

4. Leader books are mandatory and will be reviewed periodically to ensure that leaders are tracking the performance of their soldiers. Leader books will be available during Higher Headquarters inspections.

5. POC is SCSM Stephen A. Sitton, 775 887-7307.

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